



UNITED STATES
SECURITIES AND EXCHANGE COMMISSION
STATION PLACE
100 F STREET, NE
WASHINGTON, DC 20549-2465

Office of FOIA Services

July 17, 2019

Ms. Emma Best
MuckRock News DEPT MR 73643
411A Highland Ave
Somerville, MA 02144

Re: Freedom of Information Act (FOIA), 5 U.S.C. § 552
Request No. **19-02238-FOIA**

Dear Ms. Best:

This letter is in response to your request, dated May 30, 2019, and received in this office on May 31, 2019, for the following:

Documents generated as part of the creation of the FOIA office (defined as whatever department, office, or coordinator is responsible for overseeing and/or processing FOIA requests), whether this was at the time of the agency's creation or the passage of the Freedom of Information Act, to include:

- 1. The instruction to do so from the Agency, as well as any guidance from the senior leadership*
 - 2. Documents discussing proposals and procedures*
 - 3. Any legal guidance or analysis produced or acquired by the Agency in response to or as part of the creation of the FOIA office*
 - 4. Internal documents from the press office, legislative liaison's office (or equivalent), general counsel's office (or equivalent), director's office (or equivalent) or the newly created FOIA office, reacting to or characterizing the office and it's creation*
- . A copy of the agency's first perfected (successful) FOIA request*
- . Copies of other FOIA requests filed before the FOIA request described above*

- . *Processing notes, search slips and response documents regarding the FOIA requests described above*
- . *The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA requests*
- . *A copy of the agency's first successful FOIA appeal*
- . *Copies of other FOIA appeals received by the agency before the appeal described above*
- . *Processing notes, search slips and response documents regarding the FOIA appeals described above*
- . *The first set of guidelines, instructions and/or forms created to control the agency's processing of FOIA appeals*

Reference is also made to our letter dated June 06, 2019, in which we addressed your request for a fee waiver.

Based on the information you provided in your letter, we conducted a thorough search of the SEC's various systems of records, but did not locate or identify any information responsive to your request.

If you still have reason to believe that the SEC maintains the type of information you seek, please provide us with additional information, which could prompt another search. Otherwise, we conclude that no responsive information exists and we consider this request to be closed.

You have the right to appeal the adequacy of our search or finding of no responsive information to the SEC's General Counsel under 5 U.S.C. § 552(a)(6), 17 CFR § 200.80(f)(1). The appeal must be received within ninety (90) calendar days of the date of this adverse decision. Your appeal must be in writing, clearly marked "Freedom of Information Act Appeal," and should identify the requested records. The appeal may include facts and authorities you consider appropriate.

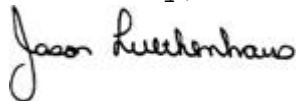
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You may file your appeal by completing the online Appeal form located at https://www.sec.gov/forms/request_appeal, or mail your appeal to the Office of FOIA Services of the Securities and Exchange Commission located at Station Place, 100 F Street NE, Mail Stop 2465, Washington, D.C. 20549, or deliver it to Room 1120 at that address.

If you have any questions, please contact me at luetkenhausj@sec.gov or (202) 551-8352. You may also contact me at foiapa@sec.gov or (202) 551-7900. You may also contact the SEC's FOIA Public Service Center at foiapa@sec.gov or (202) 551-7900. For more information about the FOIA Public Service Center and other options available to you please see the attached addendum.

Sincerely,

A handwritten signature in black ink that reads "Jason Luetkenhaus". The signature is written in a cursive style with a large, stylized 'J' and 'L'.

Jason Luetkenhaus
FOIA Lead Research Specialist

Enclosure

ADDENDUM

For further assistance you can contact a SEC FOIA Public Liaison by calling (202) 551-7900 or visiting <https://www.sec.gov/oso/help/foia-contact.html>.

SEC FOIA Public Liaisons are supervisory staff within the Office of FOIA Services. They can assist FOIA requesters with general questions or concerns about the SEC's FOIA process or about the processing of their specific request.

In addition, you may also contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA dispute resolution services it offers. OGIS can be reached at 1-877-684-6448 or via e-mail at ogis@nara.gov. Information concerning services offered by OGIS can be found at their website at [Archives.gov](https://www.archives.gov). Note that contacting the FOIA Public Liaison or OGIS does not stop the 90-day appeal clock and is not a substitute for filing an administrative appeal.